

CADDO Parish  
Notarial Examining Committee

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**AFFIDAVIT (Correspond to selections on page 2)**

A. Personally came and appeared before the undersigned authority, C. VERNON RICHIE (officer), who, duly sworn, deposes and says that the financial statements herewith given present fairly the financial position of CADDO Parish Notarial Examining Committee as of December 31, 2005, and the results of operations for the year then ended, in accordance with the basis of accounting described within the accompanying financial statements. *Please complete the revenue certification portion below.*

**REVENUE CERTIFICATION - for selection A only**


In addition, C. VERNON RICHIE, (officer), who, duly sworn, deposes and says that CADDO Parish Notarial Examining Committee received \$50,000 or less in revenues and other sources for the year ended December 31, 2005, and accordingly, is not required to have an audit for the previously mentioned year.

Or


B. Personally came and appeared before the undersigned authority, \_\_\_\_\_ (officer), who, duly sworn, deposes and says that the \_\_\_\_\_ Parish Notarial Examining Committee *received no revenues and had no expenses for the year ended December 31, 2005, and accordingly, is not required to provide its financial statements to the Legislative Auditor for the previously mentioned year.*

Or

C. Personally came and appeared before the undersigned authority, \_\_\_\_\_ (officer), who, duly sworn, deposes and says that all *the revenues and expenditures* of the \_\_\_\_\_ Parish Notarial Examining Committee *are reported and audited with* the (circle one) Clerk of Court / Custodian of Notarial Records or with another entity \_\_\_\_\_, for the year ended December 31, 2005, and accordingly, is not required to provide its financial statements to the Legislative Auditor for the previously mentioned year.

  
\_\_\_\_\_  
Signature (of officer)

Sworn to and subscribed before me (notary public) this 14<sup>th</sup> day of March, 2006.

  
\_\_\_\_\_  
NOTARY PUBLIC (Signature and Seal)  
03617

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Please Complete this Section:

Officer's Name C. VERNON RICHIE  
Street or P.O. Box 1800 CRESWELL AVENUE  
City, State Zip SLREVEPORT, LA 71101  
Telephone No. 318-222-8305  
Fax No. / e-mail 318-227-8311

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

CADDO Parish  
Notarial Examining Committee

3-31-06 (Date)

**Instructions:** Please choose the selection below that best describes your agency and fill out the corresponding Affidavit & Revenue Certification form on page 3. Fill out the financial statement forms, if appropriate, on pages 3-5. Send the report to us no later than March 31, 2005.

☒ **A. Revenues and Expenditures are incurred and reported. Fill out pages 1, 2, 3, 4, 5.**

In accordance with Louisiana Revised Statutes 24:513 and 24:514, enclosed are the sworn annual financial statements and affidavit for the notarial committee, as of and for the year ended December 31, 2005. The accompanying financial statements have been prepared on the cash basis of accounting.

Or

☐ **B. No Revenues or Expenditures are incurred. Fill out pages 1, 2, 3.**

Enclosed is the affidavit stating that the referenced notarial committee has received no revenues and has had no expenditures for the year ended December 31, 2005, and is therefore not required to file financial statements with the Legislative Auditor's Office.

Or

☐ **C. Revenues and Expenditures are incurred and reported with another entity. Fill out pages 1, 2, 3.**

For the referenced notarial examining committee, all revenues and expenditures are reported and audited with the (circle one) Clerk of Court/Custodian of Notarial Records or with another entity (name of entity) \_\_\_\_\_, for the year ended December 31, 2005. The committee is therefore not required to file financial statements with the Legislative Auditor's Office.

Sincerely,



(Name)

CHAIRMAN

(Title) NOTARIAL COMMITTEE

NOTARY FEES FUND

PAGE 1

DATE 2/24/2006 CP780 BALANCE SHEET

PERIOD 13 ENDING 12/31/2005  
ASSETS

CURRENT ASSETS	
7801111 CASH IN BANK	106,996.38
7801329 OTHER ACCT RECEIVABLE	

TOTAL CURRENT ASSETS	106,996.38
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NOTARY FEES FUND

PAGE 2

DATE 2/24/2006 CP780

B A L A N C E S H E E T

PERIOD 13 ENDING 12/31/2005

L I A B I L I T I E S

CURRENT LIABILITIES

7802499 ACCOUNTS PAYABLE

TOTAL CURRENT LIABILITIES

FUND BALANCE

7802951 FUND BALANCE

100,494.93-

NET (PROFIT) OR LOSS

6,501.45-

TOTAL FUND BALANCE

106,996.38-

BALANCE SHEET IN BALANCE

2/24/2006

B U D G E T     R E V E N U E     R E P O R T  
FOR PERIOD 13 CURRENT PERIOD ONLY

PAGE    6

NOTARY FEES FUND

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ESTIMATED REVENUE	RECEIPTS THIS PERIOD	RECEIPTS YEAR TO DATE	UNCOLLECTED BALANCE	PERCENT COLLECTED
7803419	NOTARY EXAM FEES	6,000.00-		4,970.00-	1,030.00-	82.8
7803610	INTEREST EARNED	1,000.00-		1,814.50-	814.50	181.5
	TOTAL FOR FUND 780	7,000.00-		6,784.50-	215.50-	96.9

2/24/2006

B U D G E T      E X P E N D I T U R E      R E P O R T  
FOR PERIOD 13 CURRENT PERIOD ONLY

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## COURTS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ANNUAL BUDGET	EXPENDED THIS PERIOD	EXPENDED YEAR TO DATE	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT EXPENDED
780121241	OFFICE SUPPLIES	3,500.00		283.05		3,216.95	8.1
780121595	CLERK'S COLLECTION C	1,000.00				1,000.00	
780121742	OFFICE EQUIPMENT	2,500.00				2,500.00	
	TOTAL FOR DEPT 121	7,000.00		283.05		6,716.95	4.0